

# VACANCY ANNOUNCEMENT

**American Embassy Ouagadougou**

**14/033**

**OPEN TO:** [All Interested Candidates](#)

**DATE:** **June 26, 2014**

**POSITION:** **CONSULAR ASSISTANT – FSN 7**

**OPENING DATE:** **June 30, 2014**

**CLOSING DATE:** **July 15, 2014**

**POSITION NUMBER:** PSA - 100634

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): C.FA 8,080,060 p.a (Starting Salary)

(Position Grade: FSN-07)

\*Not-Ordinarily Resident (NOR)

(Position Grade: FP-07 will be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Ouagadougou, Burkina Faso is seeking qualified candidates for employment for the position of **Consular Assistant** in the Consular Section.

**BASIC FUNCTION OF POSITION**

This is one of three LES positions located in the Consular Section. Under the direction of the Consular Chief, incumbent performs a range of consular work in visa services, American citizen services, passport/nationality services and federal programs, as well as other related duties.

## **QUALIFICATIONS REQUIRED**

***Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.***

### **a. Education**

Completion of a four-year undergraduate education (Bachelor or Maîtrise)

### **b. Prior Work Experience Job Knowledge**

Three years of experience in office clerical work, preferably involving customer service and team work. A lesser amount of experience being acceptable if the person has had prior experience in visa work.

### **c. Language Proficiency**

Level IV English and French ability (Fluent) is required.

Fluent speaking Mooré or Dioula (local language) is required

**English language skills will be tested.**

### **d. Job Knowledge**

Must have basic understanding of U.S. immigration laws, regulations and policies.

Must have sound working knowledge of Burkinabe laws, customs, and civil documents.

Must know how the entire immigrant visa and non-immigrant process works.

Must know how to operate the Immigrant Visa Applicant Processing System and Non-Immigrant Visa Applicant Processing System.

Must know how to use Microsoft Word, and Outlook.

Must be able to apply good judgment in evaluating evidence and to apply regulations correctly.

Must know the duties of the team members.

Must know the basic functions of the other positions in the Section.

### **e. Skills and Abilities**

Must be able to perform work with accuracy at a quick, rapid pace.

Must have good interpersonal skills as to deal effectively with the public, exercising tact, and be able to work under continuous pressure and time constraints.

Must be able to use a personal computer and have good use of word processing and Outlook email with fast and accurate keyboarding and data entry skills.

Must have good hand-eye coordination and dexterity.

Must demonstrate attention to detail, ability to work effectively as a member of a team, as well as independently with minimal supervision, and strong interpersonal skills.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

**A) - Required forms:** Interested applicants for this position must submit the following, or the application will not be considered:

1. New form: Application for Employment as a Locally Employed Staff or Family Member – DS-174 **completed in English**; (available on the Embassy Web site and at S/C.A.C west side entrance of the Embassy), **and**
2. A current resume or curriculum vitae **in English** that provides the same information as a DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

**B) - Required documentation/attachments:** 1). photocopies of attestations/certificates of work, service, trainings; essays. 2). photocopies of diplomas, degrees, awards earned that address the qualification requirements of the position as listed above.

### **Note:**

- Applicants should retain original copies of all documentation which accompanies their applications.
- All application must be submitted in English
- Application not fully completed will not be considered.
- All applications that are not completed in English will not be considered.
- All applications received after the deadline will not be considered.
- All applications **must** be for an open/**advertised** position.
- Only short listed applicants will be contacted.


## **SUBMIT APPLICATION TO:**


U.S. Embassy Ouagadougou  
Attn: Human Resources Officer  
Application for **CONSULAR ASSISTANT VA# 14/033- FSN 07**  
01 B.P. 35 Ouagadougou 01,  
Secteur 15, Ouaga 2000  
Avenue Sembene Ousmane, Rue 15.873  
E-mail: [HROouaga@state.gov](mailto:HROouaga@state.gov)  
Phone: (226) 50-49-53-00

**ALL APPLICATIONS MUST BE RECEIVED AT THE EMBASSY  
NO LATER THAN JULY 15, 2014**

The U.S. Mission in Ouagadougou, Burkina Faso provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted by: HRS: HDabo 

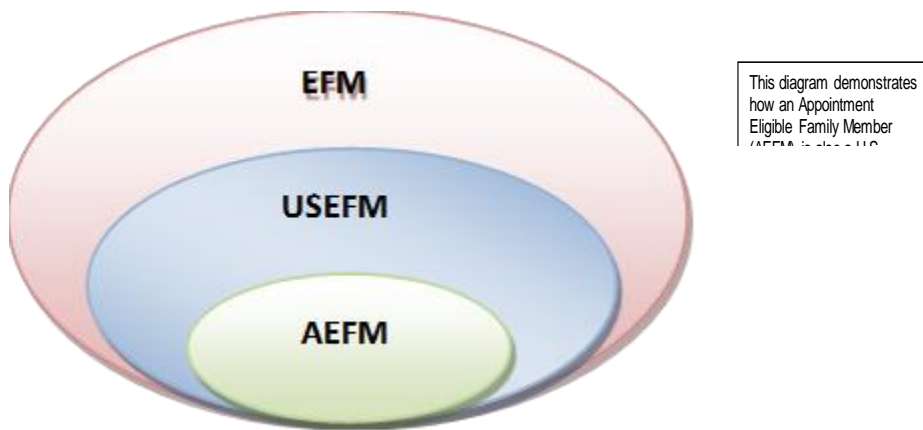
Cleared by: HRO: MKKatterson 

Cleared by: CONSULAR: CHeinbeck 

Approved by: MGMT: JMeeks 

## ***Appendix A***

### ***DEFINITIONS***



1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and

Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

*Is* listed on the travel orders *or approved Form [OF-126](#), Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and

*Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFGs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. Reference